

American Citizen Services, U.S. Embassy, Jakarta

Checklist for a Consular Report of Birth Abroad (CRBA)

- 1) You may bring this checklist with you to your appointment
- 2) Please check the appropriate box in front of each document that you bring with you.
- 3) Please provide a good photo copy of each original document you are submitting.
- 4) The American citizen parent and the child must come on the scheduled appointment.

FEES/FORMS/PHOTOS

☐ **Non-Refundable Application Fee** The fee for a Consular Report of Birth is \$100. The cashier at the Embassy accepts cash (Indonesian rupiah only) and credit cards.

☐ **“Application for Consular Report of Birth Abroad” (DS-2029).** Fill-out/complete but do not sign!

Only the child's biological parent or legal guardian, preferably the U.S. citizen parent, can apply for a CRBA. Either parent, including a non-U.S. citizen parent, may execute and sign this application form before a Consular Officer. If it will be signed and executed by a legal guardian, a special power of attorney from the parent(s) or guardianship affidavit must be submitted.

Please read and follow the "Instructions" when filling it out. Complete all the applicable items but do not sign this form until you are asked to do so by the Consular Officer during your appointment at the Embassy. If the child was born out of wedlock to a U.S. citizen father, the U.S. citizen father must complete Item 28, page 3 of the form DS-2029.

Because you/the parent(s) will be swearing to the truthfulness of your child's Consular Report of Birth Abroad application (and most likely their Passport application as well) it is important that you fill out the physical presence in the U.S. information correctly.

An important point to remember is that the application wants you to list your time in the U.S. If you spent five years abroad, then your timeline will have a 5-year gap between when you left the U.S. and then you returned to the U.S.

☐ **“Affidavit of Parentage, Physical Presence and Support” (DS-5507).** If the parents were not married at the time of the birth of the applicant and the father is the U.S. citizen, the father must complete Form DS-5507. Do not sign the form if the father will be present at the interview. If the father will not be present, the father must sign the form (signature is required on pages 3 and 4) and get it 2

<https://eforms.state.gov/Forms/ds5507.PDF> notarized by a U.S. commissioned notary. If the father is deceased, submit an original death certificate and photocopy.

PROOF OF IDENTITY AND PROOF OF CITIZENSHIP

☐ **Child's Birth Certificate (Akta Kelahiran Catatan Sipil)** Please bring the original birth certificate and one photocopy. For children born in Indonesia, a civil registry birth certificate is required. A birth certificate issued by the hospital is not acceptable.

☐ **Photo identification and growing-up photos of child** This is required for school-aged children. Please bring the original school ID and one photocopy. Growing-up photos should begin as near to birth as possible, spanning to the present. One year each original photos and good photo copy of them.

☐ **Evidence of parents' U.S. citizenship** The U.S. citizen parent must have been a citizen at the time of the child's birth. The U.S. citizen parent(s) must present his/her current and expired U.S. passports and a photocopy of the bio page and if the child was born out of wedlock each page. We will accept a notarized copy of the current U.S. passport and its pages in lieu of the original. (Note: we only accept documents notarized by a U.S. commissioned notary). If the U.S. citizen parent was naturalized, he/she must bring the original Certificate of Naturalization.

☐ **Passport/Identification document for non-U.S. citizen parent**

A non-U.S. citizen parent must bring his/her valid signed passport or two other forms of photo identification, such as KTP, driver's license, or KITAS. Please bring the original and one photocopy of each with the signature page on the side of the bio page.

PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES

☐ **Evidence of physical presence/residence**

This is **required when only one parent is a U.S. citizen** even if that parent was born in the U.S. Merely maintaining a residence in the U.S. (i.e. having a home in the U.S., maintaining voter registration, etc.) is insufficient. The law requires that you must actually be in the U.S. for a total of five years, with two of these years being after the age of 14. Examples of documents that can help demonstrate your presence in the U.S. include:

- High school and college transcripts (*NOTE: this is the preferred evidence of physical presence*)
- Military records of Service or DD-214 Separation Statement (military members only).
- Vaccination and medical records
- Bank statements showing transactions in the U.S.
- Property rental leases and payment receipts
- Employment records, letters from employer confirming dates worked in the U.S., income records

You can submit other documents as evidence. Please bring the original documents and a photocopy of each.

☐ **Parents' marriage certificate, if applicable (Buku Nikah/Akta Perkawinan)**

Please bring the original marriage certificate and one photocopy. For marriages conducted Indonesia, we require a legally registered marriage. We do not accept marriage documents that are unregistered religious ceremonies.

☐ **Divorce and Annulment Decrees/Death Certificates, if applicable**

The mother and/or father will need to show termination of all prior marriages. Please bring certified translations if the decrees or certificates are not in English. Please bring the original divorce decree/annulment decree/death certificate and one photocopy of each document.

BLOOD RELATIONSHIP

☐ **Prenatal records and/or other evidence of mother's pregnancy (if the child was born out of wedlock).**

Please bring original documents and photocopies. These are helpful in establishing the existence of the pregnancy as well as the biological relationship of the child to the mother, regardless of her citizenship. With the ultrasound reports, the Embassy is able to determine the probable conception period. NOTE: For Assisted Reproductive Technology (ART), biological parents should submit medical records detailing the method/procedures done. The U.S. citizen parent must be the sperm or the egg donor in order to transmit U.S. citizenship to a child conceived through ART. For more information on how the Department of State determines citizenship for children conceived through ART, please consult this website:

http://travel.state.gov/law/citizenship/citizenship_5177.html

☐ **Evidence of the couple's physical presence in the same location at the time of conception, preferably original passports.**

You may bring a notarized copy of the U.S. passport and its pages in lieu of the original. (Note: we only accept documents notarized by a U.S. commissioned notary).

☐ **Evidence of the couple's relationship prior to the conception of the applicant.**

<https://id.usembassy.gov/u-s-citizen-services/child-family-matters/physical-presence-in-the-u-s/>

If you would also like to apply for a passport, please submit these additional items:

☐ **"Application for a U.S. Passport" (DS-11), if applying for a passport. Fill-out/complete but do not sign!**

For children under the age of 16 both parents/legal guardians are required to come in person. You must complete the form electronically and print it out. Please review the information on First Passport Applications (for children under the age of 16) on the website found at

<http://www.state.gov/documents/organization/212239.pdf>

The fee for a child's passport under is \$115

☐ **Photos of applicant (the child)** please bring a passport photograph, 2inch x 2inch (5cm x 5cm) set against a white background for the child. For photo instruction and samples, refer to <https://travel.state.gov/content/travel/en/passports/requirements/photos.html>

☐ **"Statement of Consent" (DS-3053)** is required for passport applications for children under the age of 16 if only one parent is appearing for the interview. The absent parent must sign the DS-3053 and get it notarized by a U.S. commissioned notary or any notary public. The signed DS-3053 must be attached with a good copy of the valid photo ID which shown to the notary public (details should be written on the DS-3053 form by the notary). The document is valid for 90 days after the date of signature. If only a legal guardian will accompany the child, a DS-3053 from both parents is required. Download this form at: <http://www.state.gov/documents/organization/212243.pdf>

☐ **"Statement of Exigent/Special Family Circumstances" (DS-5525)**, is required for passport applications for children under the age of 16 if the written consent of the non-applying parent or guardian or sole custody cannot be obtained in a timely manner. The statement must explain in detail the non-applying parent's or guardian's unavailability and recent efforts made to contact the non-applying parent. You may also be required to provide evidence to document your claim of exigent or special circumstances. Download this form at: <http://www.state.gov/documents/organization/217450.pdf>

The burden of proving a claim to U.S. citizenship, including a blood relationship, is on the person making such claim. Photos prior to the time of conception, letters, and other correspondence may help establish the couple's relationship prior to the conception of the applicant. Bring original documents and photocopy of each. Genetic testing is a useful tool for verifying a stated biological relationship when no other form of credible evidence is available in conjunction with a CRBA or passport application. For more information, read the DNA testing procedures on the Embassy's website as follows: <http://jakarta.usembassy.gov/report-birth-abroad/relationship-dna-checklist.html>

NOTE: Do not initiate DNA testing unless it was recommended by the Embassy for your pending CRBA application. A DNA test done independently and not according to Department of State procedures will not be accepted.

REMINDER: We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is obtaining all of the necessary documents. If you do not bring the required documentation, we will suspend processing of the application and you may be required to schedule another appointment. You may be asked to provide additional documentation at the time of your interview. By regulation you will have 90 days to submit the requested documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. Be reminded all fees are non-refundable. I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

For any questions, please email to: jakartaacs@state.gov

Thank you